



## **Professional Development Program Guidelines**

Professional development is the combination of educational and personal experience that contributes toward competence and satisfaction in the professional role. The Professional Development Program consists of a definite plan of action that promotes professional growth at the College, division/department, and individual level, leading to an improvement in student learning and operations.

### **Objective**

The purpose of the Professional Development Program is to provide funding for training and development opportunities for faculty and staff to develop and improve knowledge and skills for the accomplishment of MCCC's strategic initiatives/objectives.

### **Expectations**

The professional conference/in-house program should promote one or more of the College's Strategic Planning Initiatives. For the 2020 – 2025 Strategic Plan, this may include:

- Student Access and Success
- Relevant and Innovative Education
- Create a Student-Focused Environment

### **Process**

1. Faculty and staff members must complete and submit the Professional Development Program Proposal (Part I - Application Form, Part II – Program Narrative, and Part III - Budget) to the Executive Director of Human Resources.
2. Human Resources will complete the respective check request and the Executive Director of Human Resources will sign to approve funding. The funding is available through the HR Professional Development budget (01-6240-5519500).
3. Each department has training funds for classes/conferences to improve performance specific to their department/division. Team-building activities may use the department's articulation budget.

For further information, please contact the Human Resources Office.



**Part II – Program Narrative**

Please attach your Program Narrative to the application form. Limit four (4) pages, double-spaced, 12-point font.

1. Program Title  
Briefly describe the training/development program. Please include the conference agenda/program description
  
  2. State of Need and Goals
    - A. Need: Describe the underlying issue, problem, or question to be addressed by this professional development program. What is the significance of this issue, problem, or question? Is there anything new or innovative about the project? How was the need identified? Is there supporting data?
    - B. Goals: Describe what you hope to accomplish and the steps you will take to accomplish the goals.
  
  3. Target Group and Benefits  
What is/are the subject area(s), groups, of students, faculty, employee group, etc. which will be the focus? Briefly summarize the benefits for the target group and discuss how participation in the training program will improve your performance outcomes.
  
  4. Objectives  
How does the professional development program fit into the College’s Strategic Planning Initiatives/objectives?
- 

**Part III – Budget**

Complete all that apply

Speaker: \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_

Conference:

Registration: \$ \_\_\_\_\_

Travel: \$ \_\_\_\_\_  
(mileage, airfare)

Hotel: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total: \_\_\_\_\_ \$ \_\_\_\_\_